

# Memorandum

25X1A

Date: March 28, 1966

SUBJECT: Glossary for Records Management

In reply refer to:

found in RAS as reference.

Here are two copies of a glossary, which you helped us produce. Thanks for the help.

Could you now look it over in its entirety and return one copy marked with any changes you would advocate. If there is some area with which your staff is not familiar, perhaps you could find another specialist in your agency to do the review work. Typographical errors, matters of style, definitions, voids, superfluous terms — all are grist for the mill.

Could we have the results of your work by the end of April, please?

Enclosures

\*GSA Declassification/Release Instructions on File\*



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# MISSING PAGE

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